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Minimum Qualification Specifications  
for the Class:

BOOKMOBILE DRIVER

Basic Education/Experience Requirements:

One-half (1/2) year of experience requiring the ability to read and comprehend written material, as well as, make basic mathematical computations. This experience may be met by part-time and/or unpaid work. There must be evidence that participation was on a continuous basis, but not necessarily on a full-time normal work basis. Graduation from a high school with successful completion of courses in English, Math, or equivalent (e.g., GED), may be substituted for the required basic experience.

Experience Requirement:

Can be fulfilled by one (A or B), or a combination, of the following:

- A. One (1) year of progressively responsible work experience involving a variety of clerical tasks which demonstrated the ability to read and understand oral and written instructions, speak and write simply and directly, compare words, as well as, numbers quickly and accurately, and do simple arithmetic computations.
- B. One-half (1/2) year of work experience which demonstrated the ability to drive safely and in accordance with State laws, a vehicle over 10,000 GVWR and possession of a valid State of Hawaii driver's license, Type 4 or Commercial Driver's License.

Substitutions Allowed:

- 1. Graduation from a business or commercial school above level with a major in clerical curriculum may be substituted for the one (1) year of clerical experience.
- 2. Clerical curriculum study successfully completed in a may be substituted for clerical experience on the basis of 15 semester hours or its equivalent, for six (6) months of experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

License Required:

Possession of a valid State of Hawaii motor vehicle operator's license (Type 3 or higher). As applicable, applicants must be eligible for a Type 4 driver's license or appropriate Commercial Driver's License with proper endorsement and must pass the required medical examination prior to appointment. The Type 4 driver's license or Commercial Driver's License of the appropriate type must be acquired within a brief period following appointment to the position, and prior to the expiration of the probationary period.

Driving experience which shows a history of traffic violations may disqualify an applicant. The evaluation of the applicant's suitability may include an evaluation of information acquired through confidential inquiry of persons who are familiar with his/her driving ability and/or information acquired through traffic court records.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require good distant vision in one eye and the ability to read printed material the size of typewritten characters, glasses permitted; the ability to hear the conversational voice, with or without a hearing aid; the ability to lift and carry heavy boxes of books (over 45 lbs.) off, and on to, the vehicle; the ability to reach the top shelf to shelve books; or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the class BOOKMOBILE DRIVER approved on March 8, 1982.

DATE APPROVED: 4/25/91

SHARON Y. MIYASHIRO  
Director of Personnel Services